

# Burbank Hospitality Association, Inc.

## Meeting Agenda

Wednesday, February 15, 2023, at 3:00pm  
Location: Hilton Garden Inn Burbank Downtown  
401 S. San Fernando Boulevard, Burbank, CA 91502

A. **Roll Call**

B. **Announcements**

C. **Public Comment**

Any person may address the Board on any matter related to the BHA. The public is only allowed to speak at this time for a maximum of five minutes.

D. **Response to Public Comment**

Any Board Member can respond to comments made by the public.

E. **Board Member Comments**

Board Members may comment on events attended and/or report any gift disclosures.

F. **Approval of Minutes**

**ACTION ITEM**

The Board will consider approval of the December 7, 2022, minutes and the January 18, 2023, meeting minutes.

*Recommendation: Staff recommends approval.*

G. **Treasurer's Report**

The Treasurer will present the financial report as of December 31, 2022.

H. **Wonder Woman Project Funding**

**ACTION ITEM**

Staff is requesting an additional \$40,000 to cover Wonder Woman project expenses incurred as a result of inflation, increased construction costs, the special edition comic book, and unveiling event costs.

*Recommendation: Staff recommends approval of \$40,000.*

I. **Panic Button Discussion**

At the request of Board Member Alan Tate, staff is bringing back a discussion regarding the TBID's ability to invest in the purchase of panic buttons for hotel staff.

*Recommendation: Note and File.*

**J. Discussion Regarding the TBID’s Allowable Expenditures**

Aleks Giragosian, the BHA’s legal counsel will provide a brief overview regarding allowable expenditures based on the TBID’s Management District Plan.

*Recommendation: Note and File.*

**K. Board Approved Expenditures**

**ACTION ITEM**

The Board will consider transferring \$122,000 from the holding account to cover Wonder Woman Project increases in the amount of \$40,000 and the following pre-approved expenses: consultant expenses of \$20,000, legal fees of \$20,000, marketing fees of \$22,000, and ongoing administrative expenses in the amount of \$20,000.

*Recommendation: Staff recommends approval of \$122,000 transfer.*

**L. Future Agenda Items**

Board Members may introduce new items to place on a future agenda, but no discussion or action may be taken on the items.

**M. ADJOURNMENT: Next tentative meeting April 19, 2023.**

<p><b><u>Burbank Hospitality Association, Inc. Board Members</u></b> Nerissa Sugars, Hollywood Burbank Airport, <b>Chair</b> Peter Kolla, Hotel Amarano, <b>Vice-Chair</b> Jamie Keyser, Burbank Chamber of Commerce, <b>Secretary</b> Danny Kahn, Warner Bros. Studio Tours <b>Treasurer</b> Alan Tate, Burbank Airport Marriott Ali Schmidt, Universal Studios Hollywood Fatima Achhal, SpringHill Suites by Marriott Stacey Meyer, Residence Inn by Marriott Edgar Rivera, Hilton Garden Inn Burbank Downtown Aly Bubbins, Hotel Burbank Patrick Prescott, Community Development Director (ex-officio) One (1) Board Member Vacancy</p>
<p><b><u>Key Staff</u></b> Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Megan Wilke, Economic Development Analyst Robin Faulk, Marketing Consultant</p>
<p><b><u>Administrative Key Staff</u></b> Teresa Mackey, Bookkeeping</p>
<p><b><u>Legal Counsel</u></b> Aleks R. Giragosian, Colantuono, Highsmith &amp; Whatley, PC</p>

The BHA Board is comprised of 11 voting members. Regular meetings are held monthly the third Wednesday of the month unless that is a City holiday. In that case, the Board will meet the first or second Wednesday. The BHA Board’s primary function is to conduct business for marketing and advertising Burbank as a first-rate tourist and convention destination.

The agenda packet consists of documentation relating to agenda items on file at Economic Development Division of the Community Development Department located at 150 N. Third Street during normal business hours and will be posted on the Visit Burbank website at [www.visitburbank.com](http://www.visitburbank.com). The Burbank Hospitality Association, Inc. meeting is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at 818.238.5424 voice or 818.238.5035 TDD with questions or concerns.